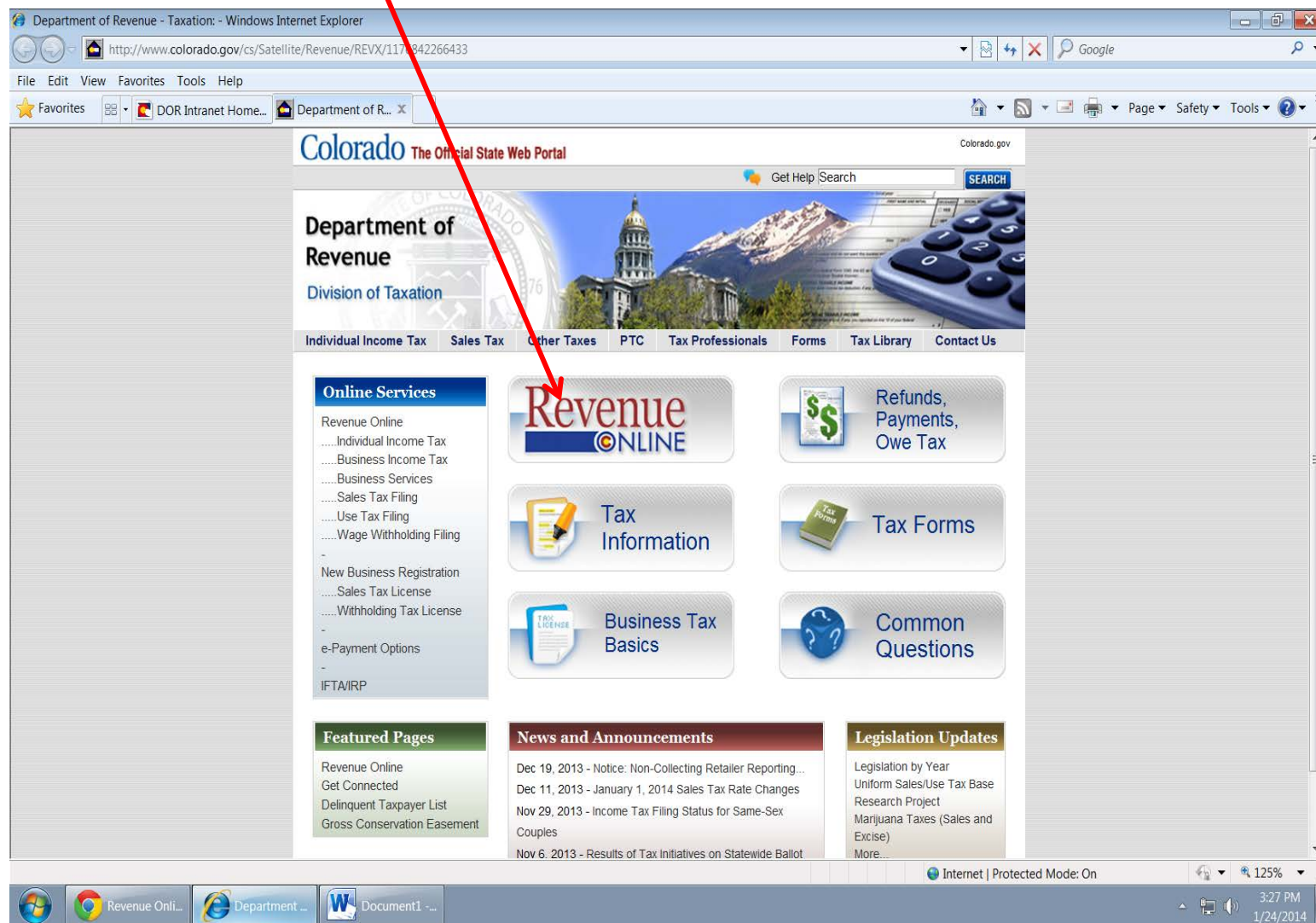


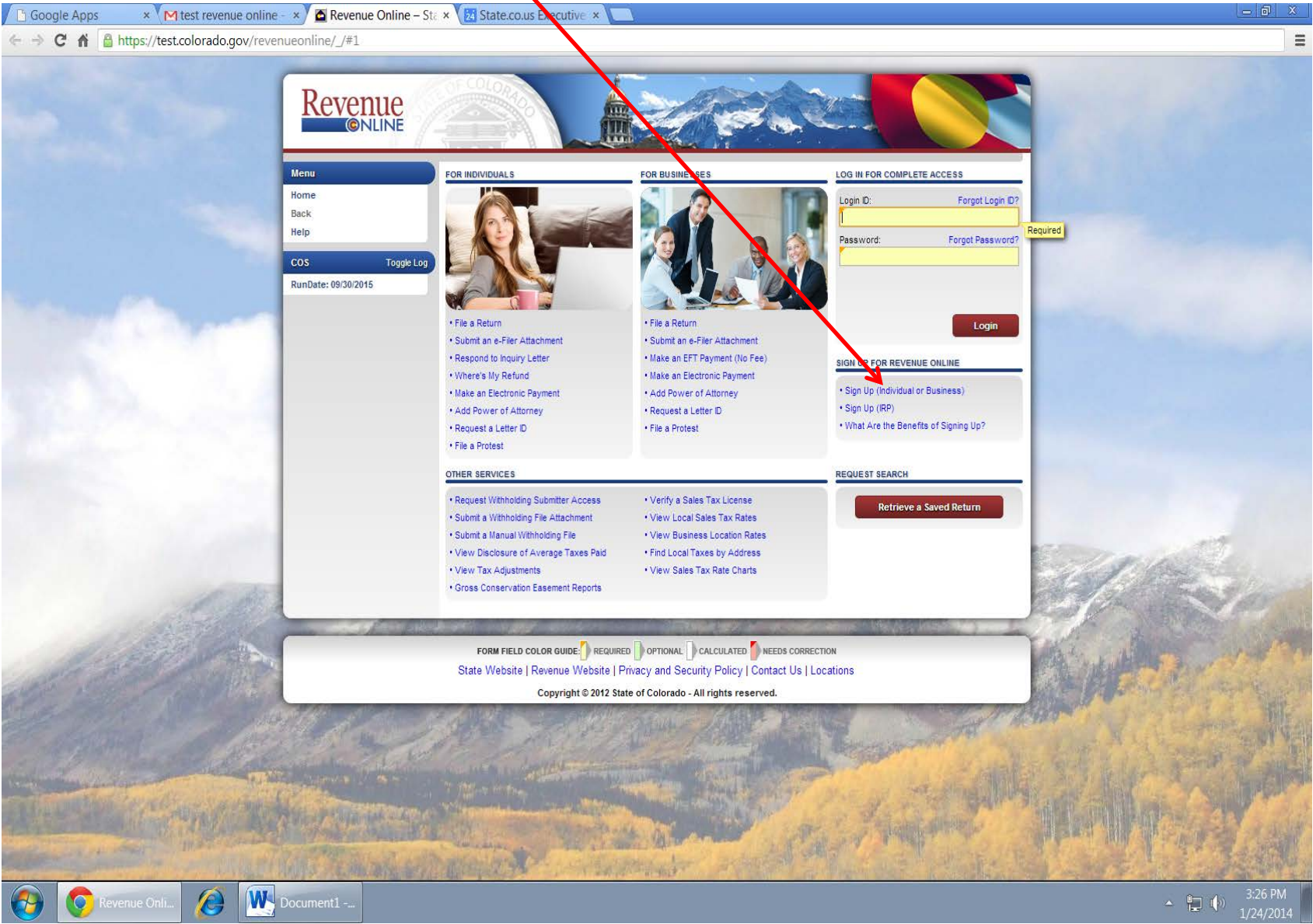
Colorado Department of Revenue, January 2014 Instructions for Revenue Online Account Sign Up

Step 1. Go to www.TaxColorado.com

Click on the Revenue Online button.



Step 2. Once in Revenue Online, click on the Sign Up (Individual or Business) link.



Step 3. Review the information on the page and once you have one the items from the list on this page, click the Continue arrow.

The screenshot shows a web browser window with the URL https://test.colorado.gov/revenueonline/_/#2. The page is titled "Colorado Department of Revenue - Taxpayer Registration". On the left, there is a "Menu" with links to "Home", "Back", and "Help", and a "COS" section with a "Toggle Log" button and a "RunDate: 09/30/2015". The main content area is divided into two columns: "PURPOSE" and "ELIGIBILITY". The "PURPOSE" section contains two bullet points: "This service is used to create a login to access your account." and "Once a login is created, you will be able to amend a return, change your address, or file a protest. You will also be able to view your account balances, payments, letters, and returns*." A footnote states: "* Please be advised this will be the most recent version of the return, which may include changes made by the department." The "ELIGIBILITY" section contains three bullet points: "You must be registered with the Colorado Department of Revenue (typically by filing a tax return or submitting form CR 0100).", "If you are new to Colorado and have just submitted a return on Revenue Online, please wait until the next business day before using this service.", and "A valid email address". The "INFORMATION NEEDED TO CONTINUE" section contains four bullet points: "Taxpayer name", "ID number (SSN, ITIN, FEIN, CAN)", "Mailing address", and "Information from most recent return filed; or Recent Letter ID". At the bottom right of the main content area, there is a large blue arrow labeled "Continue" and a red "Cancel" button. A red arrow from the text above points to the "Continue" button. At the bottom of the page, there is a "FORM FIELD COLOR GUIDE" with a legend: REQUIRED (yellow), OPTIONAL (green), CALCULATED (blue), and NEEDS CORRECTION (red). Below the legend are links: "State Website | Revenue Website | Privacy and Security Policy | Contact Us | Locations". The footer text reads: "Copyright © 2012 State of Colorado - All rights reserved." The Windows taskbar at the bottom shows the "Revenue Onli...", "DOR Intranet...", and "Document1 - ..." icons, and the system clock shows "3:27 PM 1/24/2014".

Revenue ONLINE

Menu

- Home
- Back
- Help

COS Toggle Log

RunDate: 09/30/2015

Colorado Department of Revenue - Taxpayer Registration

PURPOSE

- This service is used to create a login to access your account.
- Once a login is created, you will be able to amend a return, change your address, or file a protest. You will also be able to view your account balances, payments, letters, and returns*.

* Please be advised this will be the most recent version of the return, which may include changes made by the department.

ELIGIBILITY

- You must be registered with the Colorado Department of Revenue (typically by filing a tax return or submitting form CR 0100).
- If you are new to Colorado and have just submitted a return on Revenue Online, please wait until the next business day before using this service.
- A valid email address

INFORMATION NEEDED TO CONTINUE

- Taxpayer name
- ID number (SSN, ITIN, FEIN, CAN)
- Mailing address
- Information from most recent return filed; or
- Recent Letter ID

Continue

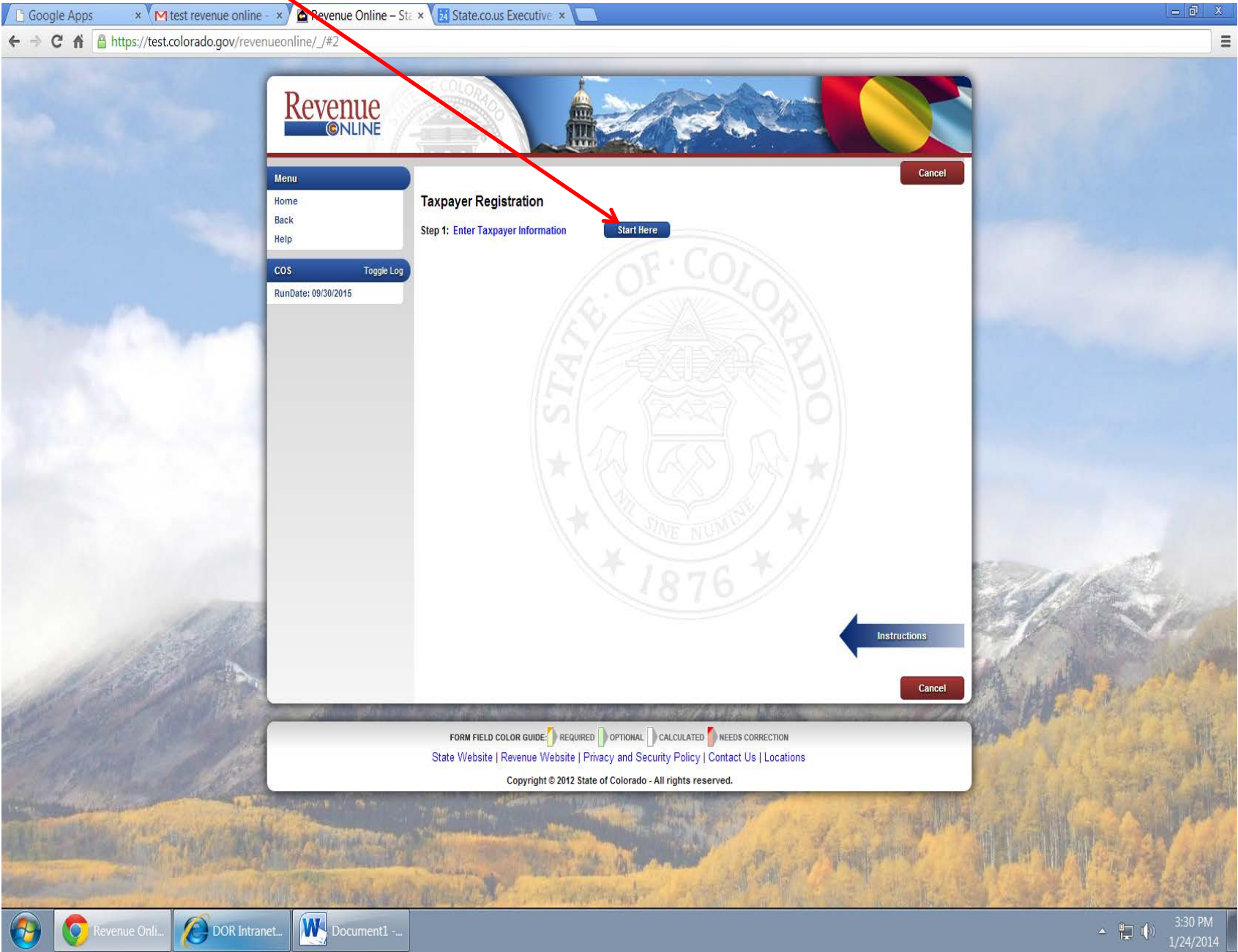
Cancel

FORM FIELD COLOR GUIDE: REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION

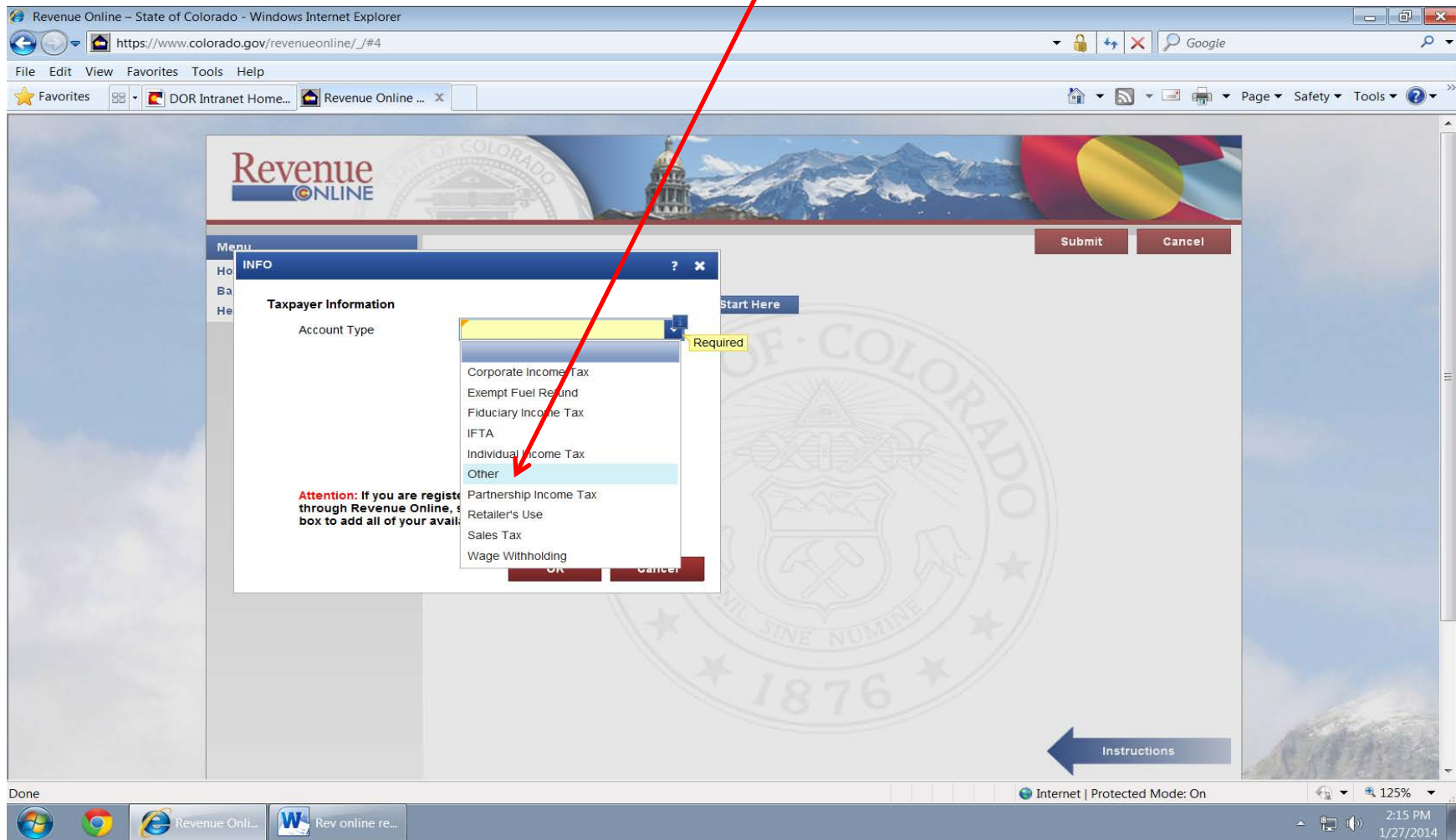
[State Website](#) | [Revenue Website](#) | [Privacy and Security Policy](#) | [Contact Us](#) | [Locations](#)

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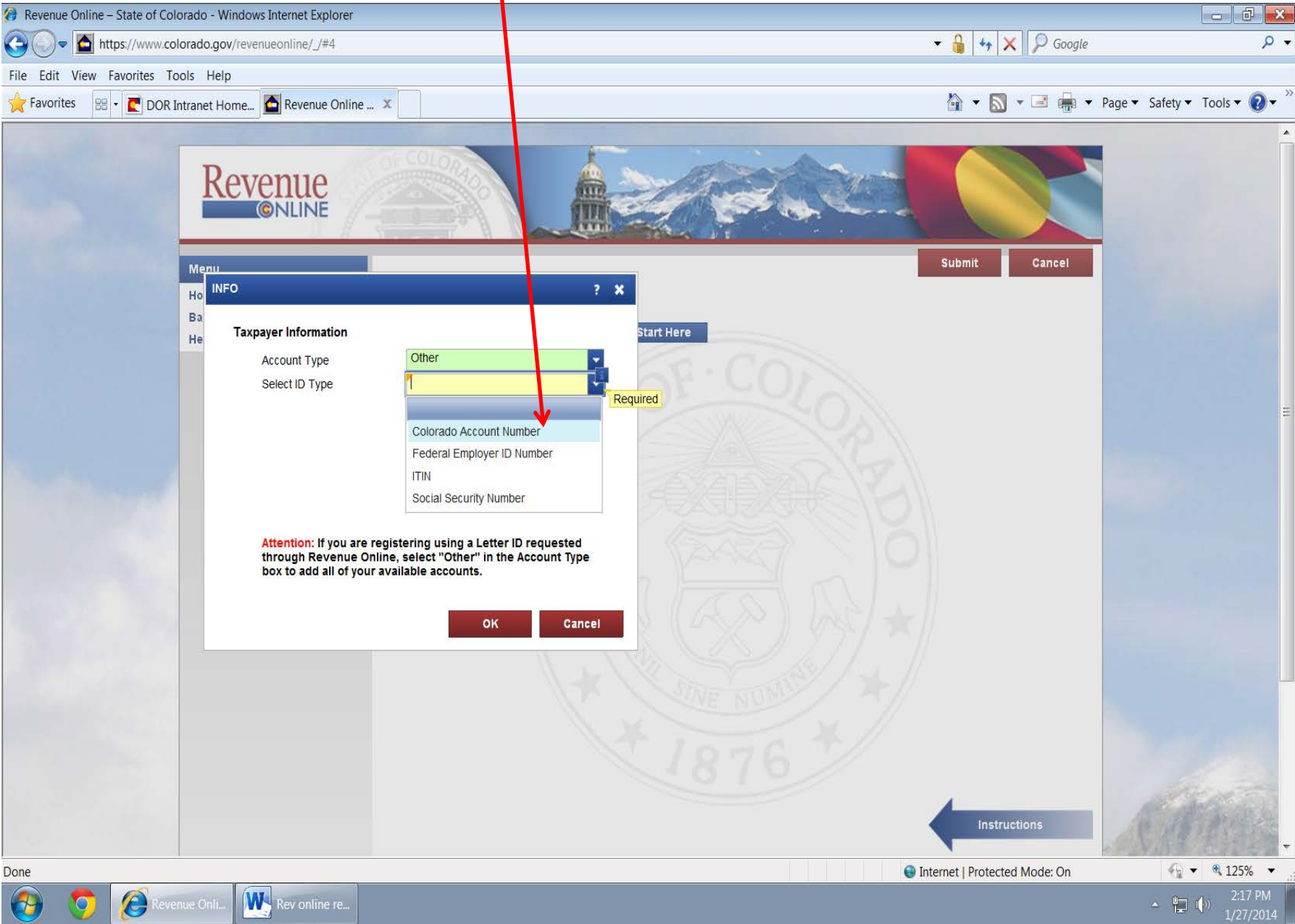
Step 4. Click on the Start Here button.



Step 5. Select a tax for which you want to register from the list. For example "Other."
(Selecting "Other" will register for all the taxes for that account.)



Step 6. Select the ID Type. For example, Colorado Account Number.



Step 7. Enter:

- The Colorado account number
- Email Address
- Phone number

Then click the “OK” button.

The screenshot shows a web browser window with the URL https://test.colorado.gov/revenueonline/_/#2. The page displays the "Revenue ONLINE" logo and a background image of the Colorado State Capitol and mountains. A modal window titled "Taxpayer Information" is open, containing the following fields:

- Account Type: **Sales Tax** (dropdown menu)
- Select ID Type: **Colorado Account Number** (dropdown menu)
- CAN: (highlighted in yellow)
- Email Address: (highlighted in yellow)
- Confirm Email Address: (highlighted in yellow)
- Contact Phone: (highlighted in green)

Annotations include:

- A red arrow pointing from the "OK" button in the modal window to the instruction "Step 7. Enter:".
- Red arrows pointing to the "CAN" field with the label "Required".
- Red arrows pointing to the "Email Address" and "Confirm Email Address" fields with the label "Format".

At the bottom of the modal window, there is an "Attention" note: "Attention: If you are registering using a Letter ID requested through Revenue Online, select 'Other' in the Account Type box to add all of your available accounts." Below this note are "OK" and "Cancel" buttons.

At the bottom of the main page, there is a "FORM FIELD COLOR GUIDE" and a footer with links: "State Website | Revenue Website | Privacy and Security Policy | Contact Us | Locations". The footer also includes the text "Copyright © 2012 State of Colorado - All rights reserved." and a taskbar at the bottom showing the time "3:58 PM" and date "1/24/2014".

Step 8. Next, click on the Enter Login Information link.

Google Apps test revenue online - Revenue Online - State.co.us Executive -

https://test.colorado.gov/revenueonline/_/

Revenue ONLINE

Menu

Home

Back

Help

COS Toggle Log

RunDate: 09/30/2015

Submit

Cancel

Taxpayer Registration

Step 1: Enter Taxpayer Information

Start Here

ID Type

ID

CO Account Number

Email Address

Phone Number

Step 2: Enter Login Information

Edit

Instructions

Submit

Cancel

FORM FIELD COLOR GUIDE: REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION

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3:59 PM 1/24/2014

Step 9. Create a Login ID and Password. (You may use your Email address as the Login ID.)

- Enter and confirm a Password.
- Select a Secret Questions and enter the Secret Answer. **Be sure to note or remember the Login ID and Password you create.**
- Then click the “OK” button.

The screenshot shows a web browser window with the URL https://test.colorado.gov/revenueonline/_/#4. The page features the 'Revenue ONLINE' logo and a background image of the Colorado state capitol and mountains. A 'LOGIN INFO' modal window is open, containing the following fields:

- ☒ Use Email As Login ID
- Login ID: [Redacted]
- Password (case sensitive): [Redacted]
- Confirm Password: [Redacted]
- Secret Question: What is your favorite animal? (dropdown menu)
- Answer: [Redacted]
- Confirm Answer: [Redacted]

At the bottom of the modal are 'OK' and 'Cancel' buttons. A red line with an arrow points from the 'OK' button to the 'Submit' button on the main form. The main form also has 'Submit' and 'Cancel' buttons at the top right and bottom right. At the bottom of the page, there is a 'FORM FIELD COLOR GUIDE' and a copyright notice: 'Copyright © 2012 State of Colorado - All rights reserved.' The taskbar at the bottom shows the Windows logo, Google Chrome, and several open applications including 'Revenue.Onli...', 'DOR Intranet...', and 'Rev online re...'. The system clock shows 4:00 PM on 1/24/2014.

Step 10. Click on the Enter Account Information link.

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https://test.colorado.gov/revenueonline/_/#7

Revenue
ONLINE

Menu

Home
Back
Help

COS Toggle Log

RunDate: 09/30/2015

Submit Cancel

Taxpayer Registration

Step 1: Enter Taxpayer Information [Start Here](#)

ID Type CO Account Number

ID

Email Address

Phone Number

Step 2: Enter Login Information [Edit](#)

Login ID

Secret Question What is your favorite animal?

Step 3: [Enter Account Information](#) [Edit](#)

[Instructions](#)

Submit Cancel

FORM FIELD COLOR GUIDE REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION

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Step 11. Enter the account information:

- Zip Code
- 12 digit Colorado Account Number
- Click on the drop down Select One of the Following (in this example, Recent Letter ID). Enter the Letter ID.

The click the “OK” button.

Revenue ONLINE

Menu

Ho
Ba
He
CO
Ru

Account Information for Sales Tax

Foreign Address

Zip Code (5-digit only)

CO Account Number, including Branch ID (12 digits)

Select One of the Following

Recent Letter ID

Recent Letter ID

OK Cancel

Step 3: Enter Account Information

Instructions

Submit Cancel

FORM FIELD COLOR GUIDE: REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION

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Revenue Onli... DOR Intranet... Rev online re... GenTax.WPF ...

4:06 PM
1/24/2014

Step 12. If the information displayed is correct, click the “Submit” button.

Google Apps | test revenue online - | Revenue Online - State of Colorado | State of Colorado Executive

https://test.colorado.gov/revenueonline/_/#14

Revenue ONLINE

Menu

Home

Back

Help

COS

Toggle Log

RunDate: 09/30/2015

Submit

Cancel

Taxpayer Registration

Step 1: Enter Taxpayer Information

Start Here

Type

CO Account Number

Email Address

Phone Number

Step 2: Enter Login Information

Edit

Login ID

Secret Question

What is your favorite animal?

Step 3: Enter Account Information

Edit

Account Type

Sales Tax

Attention: All information is complete. You may now submit your request using the Submit button at the top or bottom of this page.

Instructions

Submit

Cancel

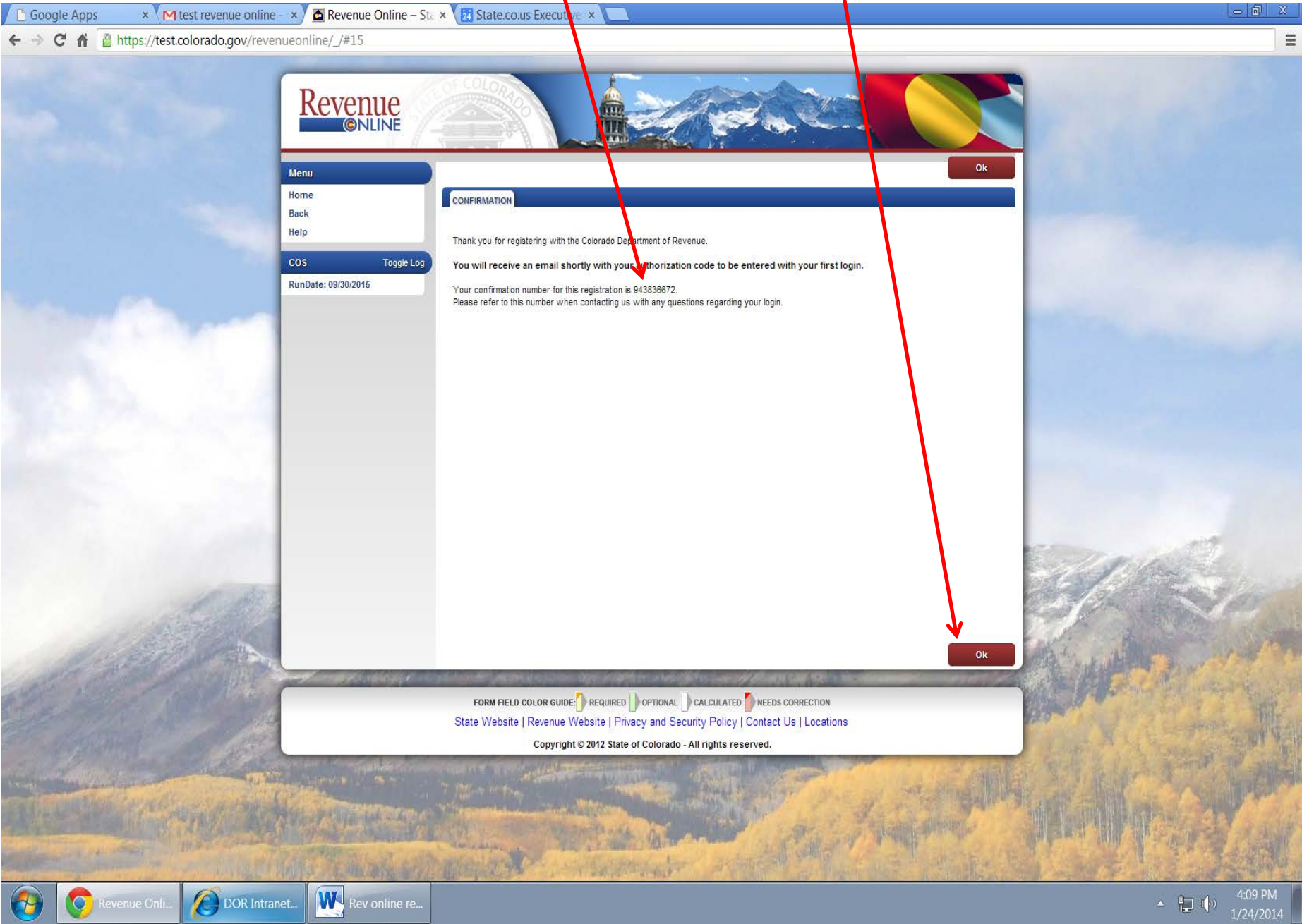
FORM FIELD COLOR GUIDE: REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION

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Windows Taskbar: Revenue Onli... | DOR Intranet... | Rev online re... | GenTax.WPF ... | 4:08 PM 1/24/2014

Step 13. Print this page for your records or write down your confirmation number, then click the “OK” button.



Step 14. Once you have completed the registration, you will receive an email message with an Authorization Code. You will need this Authorization Code the first time you log into Revenue Online. (If you do not receive the email, check your spam and email blocker.)

Received: Tuesday, Oct 6, 2015 3:54:38 PM

Subject: Colorado Department of Revenue - Revenue Online Account Access Complete

Thank you for registering for online account access with the Colorado Department of Revenue. Your account access request has been processed.

Please do not reply to this message. You may [return to the website](#) to access your account. The first time you login, enter your Login ID and Password along with the following Authorization Code: **xrwtwj**. You will use the authorization code only once, the first time you login. You will not need it again after your first login. Please note that Department of Revenue staff do not have access to your authorization code. We advise you to retain this authorization code until you have logged into your account for the first time.

Respectfully,

Colorado Department of Revenue

Colorado Taxation Website: www.TaxColorado.com

Step 15. Log into Revenue Online.

Enter:

- Your Login ID (created in Step 9)
- Your Password (created on Step 9)

The screenshot shows the Revenue Online website in a Windows Internet Explorer browser window. The address bar displays https://www.colorado.gov/revenueonline/_/#1. The website header features the "Revenue ONLINE" logo and a banner image of the Colorado State Capitol and mountains. A left sidebar contains a "Menu" with links to Home, Back, and Help. The main content area is divided into three columns: "FOR INDIVIDUALS", "FOR BUSINESSES", and "LOG IN FOR COMPLETE ACCESS". The "LOG IN FOR COMPLETE ACCESS" section contains the login form with the following fields and links:

- Login ID: [Forgot Login ID?](#)
- Password: [Forgot Password?](#)
-

Two red arrows point to the Login ID and Password input fields respectively. Below the login form are sections for "SIGN UP FOR REVENUE ONLINE" and "REQUEST SEARCH". The "SIGN UP FOR REVENUE ONLINE" section includes links for "Sign Up (Individual or Business)", "Sign Up (IRP)", and "What Are the Benefits of Signing Up?". The "REQUEST SEARCH" section includes a button labeled "Retrieve a Saved Return". The bottom of the browser window shows the Windows taskbar with the Start button, several open applications (Google Chrome, Internet Explorer, Word), and the system clock displaying 8:59 AM on 1/30/2014.

The first time you log on Revenue Online you will also need to enter the Authorization Code from the email you received.

